



STATE OF DELAWARE
Child Death, Near Death and Stillbirth Commission

March 2, 2007

FINAL MINUTES

Meeting Date and Time: March 2, 2007, 1:00 PM

Meeting Location: Appoquinimink State Service Center, Middletown DE
Large Conference Room

In Attendance:

- **Commissioners**
Dr. Garrett H.C. Colmorgen, Mr. C. Malcolm Cochran, Ms. Tania M. Culley, Ms. Karen DeRasmo, Ms. Marjorie Lynn Hershberger, Dr. Kathy Janvier, Ms. Marie Renzi, Dr. Jaime G.H. Rivera, Dr. Kevin Sheahan, Dr. Philip Shlossman
- **Proxies**
Ms. Mariann Kenville-Moore for (Attorney General Mr. Joseph R. “Beau” Biden), Ms. Jennifer Mayo for (Chief Judge Chandlee J. Kuhn), Ms. Jennifer Mayo for (Judge Joelle Hitch), Ms. Karen Triolo for (Secretary Cari DeSantis)
- **Staff**
Ms. Anne Pedrick, Executive Director
Ms. Joan Kelley, FIMR Coordinator
Michael A. Brown, Office Manager
Angela Birney, Administrative Specialist

Call to Order:

The meeting was called to order at 1:15 PM by Commission Chair, Dr. Garrett H.C. Colmorgen. A quorum was established with 14 members present.

OLD BUSINESS

Minutes

The minutes from the December 8, 2006 meeting were approved with no changes.

NEW BUSINESS

Executive Director Report:

- FIMR: The program is progressing very well, the MOU with Public Health has been completed and approved by both agencies legal experts and is currently being advanced forward for signatures. Our vital statistics application has also moved forward and was approved to establish a new protocol with them to pick up death & fetal death certificates as well as live birth reports from their office on the first of each month. The CRT trainings (Case Review Teams) will begin next week. The FIMR Staff has worked very hard and has also prepared a sample binder for the Commission to review. The New Castle County CRT training will be March 6, 2007 and the Kent/Sussex CRT training will be March 8, 2007. A list of all of the CRT volunteers & members is included in the Commission meeting packets. We have approached the Delaware Healthy Mother Infant Consortium.

They currently have 5 subcommittees this includes: The Data & Scientific Committee, The Systems of Care Subcommittee, Standards of Care, Health Disparities, Prevention and Education. There will be a representative from FIMR in attendance for all of these subcommittees and we are going to funnel some of our recommendations or things that we would like to see advance into those groups if applicable. We also have the Safe Sleep Practice Subcommittee which Ms. Marjorie Hershberger is Co-chair along with Ms. Lisa Schieffert that would also be considered a Community Action Team. Lastly is the Legislative Subcommittee, that group would be meeting May 9, 2007 at the Appoquinimink State Service Center, Middletown DE...Large Conference Room. We will have an Attorney General our attorney Jim Maxwell who will be present for that subcommittee.

These are some of the CAT'S that we have. We are also working with Public Health and the Consortium on 2 upcoming conferences. May 2, 2007 at the Chase Center is a Preconceptual Care Conference which is geared toward women who have had a poor birth outcome since 2003. On June 13th there will be a conference on Infant Mortality; Professionals from The State of Delaware will be invited to attend. The Agenda has not yet been finalized. Governor Minner, The Lieutenant Governor and Congressman Mike Castle will be asked to attend.

- CDNDSC database: The database is still in the works. There is a web based program that the Executive Director is interested in acquiring for utilization with FIMR. It is called BASINET (Baby Abstracting System and Information Network) it is an excellent program that is comprehensive and user friendly. Other states such as California and Michigan are using this database and have confirmed that it is indeed a worthy program.
- FIRT (Fatal Incident Review Team) has had training in February with the NCC Panel. The other panels were invited in which some members did make the trip to attend. The training was to go over the policy and to educate each other on what each organization contributes. The first Joint Meeting will take place the first Monday in April 2007.

- **ANNUAL REPORT:** The Executive Director and the Office Manager has started compiling data. We are hoping to have a draft brought forward to the Commission in May. This report will cover FY 04, 05 and 06.
- **WEBSITE:** Good news Amy Whitman of J.I.C. has established our website. It should be up and running by May, it just needs updates and the Executive Director will e-mail the Commission when it is complete. The name of the website will be Child Death instead of CDNDSC for search purposes.
- **COMMISSION PANEL/VACANCIES:** Janice Mink will no longer be serving in the capacity of a Commissioner. If anyone knows someone who is interested, please submit nominations as soon as possible. Janice will remain on the Abuse/Neglect Panel.

Process Subcommittee Update:

The Process Subcommittee has met 2 times since the last Commission Meeting and is working hard to ensure that the most accurate information regarding policies and procedures are brought forth to the Commission.

Election of Commission Chair

A motion was made to re-elect Dr. Garrett H.C. Colmorgen as the Chair of the Child Death, Near Death and Stillbirth Commission. Dr. Colmorgen asked if another member was interested in being Chair to which there were no replies. A vote was taken and by unanimous decision Dr. Garrett H.C. Colmorgen was re-elected as Commission Chair.

Policy Approval (FIMR and FIRT)

The FIRT policy although it is a Joint Review will be following their policies and procedures and the Child Death Review will be following their policies and procedures with a vote on preventability and whether or not recommendations should be made and action steps. Identification and selection of the cases to be reviewed will be done by Child Death Staff reviews and the advance them to the actual review if staff determines that it is an appropriate case for FIRT to review. FIRT and Child Death will coordinate and schedule the review once both agencies determine that the case meets the criteria for a Joint Review.

With the FIMR policies we want to ensure that we do not have any cases going to FIMR that may have some type of legal action or involvement that would require the Police and the Attorney General's Office to be present. The FIMR Maternal Interviewer will be doing background/history checks with the Children's Department and checking criminal history at the Prothonotary's Office. We are also going to apply for the use of the DELJIS program so that the Maternal Interviewer can check for violence history since she will be conducting home visits. Currently the Executive Director will make the decision whether or not a case goes to the regular panels or to FIMR.

A motion was made to approve both the FIMR and FIRT Policies. Both policies were approved by unanimous decision.

Upon a motion duly made and seconded, it was unanimously decided to exit Executive Session at 3:04 PM.

Upon a motion duly made and seconded, it was unanimously decided to adjourn at 3:05 PM.